

THE PORT OF LONG BEACH HAS AN IMMEDIATE OPENING FOR
PORT COMMUNICATIONS OFFICER – MEDIA RELATIONS AND COMMUNICATIONS
(Unclassified)

Salary: \$54,336 - \$74,004 annually

The Port Communications Officer – Media Relations and Communications position reports to the Assistant Director of Communications/Public Information Officer.

EXAMPLES OF DUTIES:

- Directs the development of content for all Port publications, television programs and other mass media, requiring extensive writing, editing and page layout.
- Coordinates publicity for Port programs and events, including preparation and distribution of information on special events and Port services.
- Writes speeches for Port officials and staff.
- Provides information to the media and public regarding Port programs and events.
- Manages, supervises and coordinates the work of consultants and contract vendors assisting the Communications Division.
- Provides staffing as needed for Port Water and Land Tour Program.
- Provides backup in the absence of the Assistant Director of Communications in responding to news reporters.
- Supervises and directs Port staff responsible for publicity of Port programs and events.
- Assists in the coordination of a wide variety of events, activities and projects with other Port staff, elected and appointed officials, maritime industry.
- Participates in Port task forces, committees and other groups as needed.
- Other related duties as required.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in communications, public relations or related field and five years increasingly responsible experience in the field of journalism, public and/or community relations or public information.
- Strong writing skills required.
- Valid California Driver's License.
- Extensive knowledge and experience of the maritime industry is **highly desirable**.

APPLICATION PROCESS:

To request an application packet call (562) 901-1747 or apply on-line at www.polb.com. You are required to submit a cover letter and resume along with the completed [application and self-identification form](#) to Claudia Lewis, Administrative Analyst, 925 Harbor Plaza Dr., Long Beach, CA 90802 or e-mail all information to lewis@polb.com no later than **Friday, October 14, 2005**.

Equal Opportunity Employer

This information is available in an alternate format by request to Colleen Krone (562) 590-4129.